



Administrative Assistant

This individual will provide administrative support to the Library Director and greater library system. Candidate must be comfortable working in a team environment and must be proficient in the use of office software, including spreadsheets. Primary work location will be at the Eastern Shore of Virginia Regional Library in Parksley, VA.

Essential Functions include:

- Provide administrative support services.
- Record keeping.
- Coordinate library vendors and supplies.
- Maintain room reservations.
- Provide advertising support for library programs and functions.

Position is full-time, Monday through Friday, with benefits including health, vision, dental, and retirement. Rate starts at \$14.57 per hour; negotiable based on experience.

3 years of related work experience or associates degree preferred.

To apply, please send resume and letter of interest to espl@espl.org by **December 8**.